

COLLEGE OF WILLIAM & MARY  
SCHOOL OF EDUCATION  
Office of Academic Programs

**CHRONOLOGICAL CHECKLIST**  
*for School of Education Graduate Degree Candidates*

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**ED.S. STUDENTS**

- [ ] Meet with advisor to plan program of studies as soon as you are admitted.
  
- [ ] File **Program of Studies** form with the Office of Academic Programs (Jones 100) during your first semester of matriculation. If relevant, be sure to have all course exemption/advanced placement and transfer credit forms completed and returned to the Office of Academic Programs. *Don't forget to keep a copy of your program of studies for yourself!*
  
- [ ] Apply for **graduation** (Jones 100) by early-July for December graduation; by early-October for May or August graduation.

Be sure to check the calendar on the School of Education web site at:

**<http://education.wm.edu/calendars/academic/index.php>**

All of the aforementioned forms are available at:

**<http://education.wm.edu/forms/index.php>**

If you have questions about the checklist, contact:  
Gwendolyn Pearson, Graduate Registrar  
Jones Hall 100, phone # (757) 221-2316, email [gepear@wm.edu](mailto:gepear@wm.edu)